

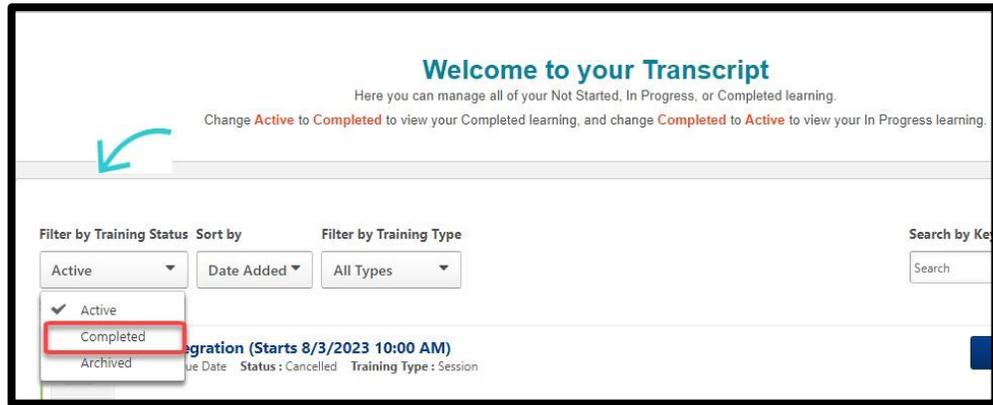
External Users - Viewing Certificates of Completion

Objective

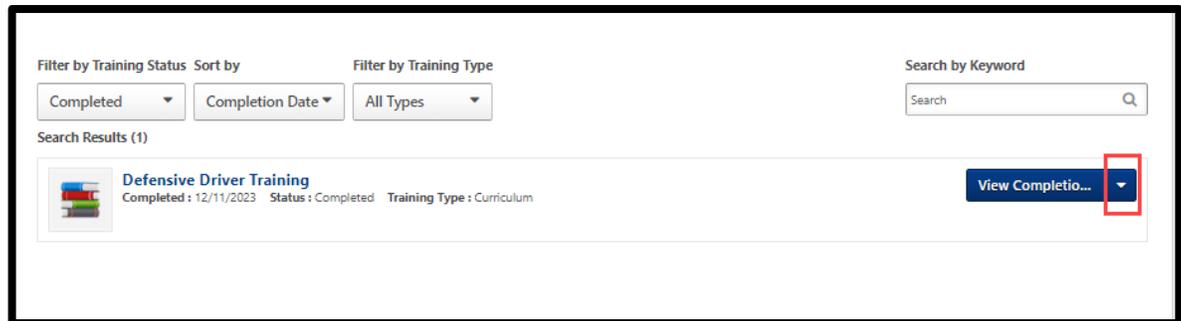
To provide a detailed procedure for external users to view their certificates of completion for training courses.

Step	Action
1	Click the link to visit the DGS Pathways website. https://learning-dgs.csod.com/client/learning-dgs/orim.aspx
2	Log into Pathways using your username and password. <div data-bbox="313 882 656 1297" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> </div>
3	On the homepage select <i>View Transcript</i> . <div data-bbox="313 1398 1438 1940" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> </div>

- 4 On the left side of the screen under *Filter by Training Status*, click the drop-down menu and select *Completed*.

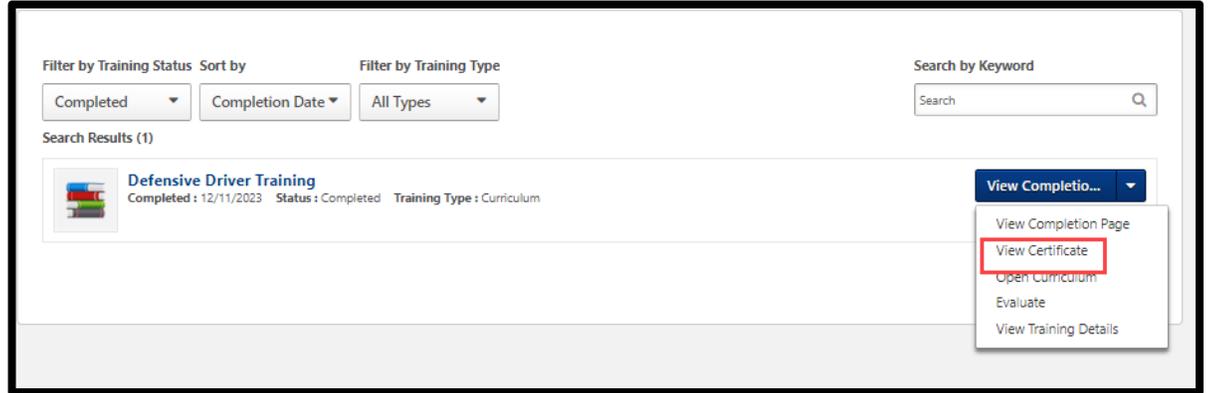


- 5 Click on drop down arrow located on the blue box across from the training course title.



6

Click on *View Certificate*.



7

Your certificate will open as a PDF file in Adobe. Certificates should be saved for your personal records as proof of completion of a training course. To print or save your certificate, please refer to the next step.



8

To print or save your certificate in Adobe, click on *File* in the upper left-hand corner. That will give you the option to *Save As* or *Print*.

